Click the **Bankruptcy** hyperlink on the CM/ECF Main Menu.

Click **Motions/Applications** hyperlink.
Enter **Case Number**
Click **Next.**
Select **Custody of Claims**
Click **Next**.
Select the **Party**. If not listed, click **Add/Create New Party**
Click **Next.**

Note: If this is your first time docketing on a case the following message will display:

"*The following attorney/party associations do not exist for this case.*

Please check which associations should be created for this case."

Place a check mark in the box to establish the association.

Click **Next.**

Are you setting a hearing on the court calendar for this motion? If yes, a notice of hearing must be filed separately.

Click **Next.**
Click **Next.**

Associate the pdf file of the   **Application for Custody of Claims.**

Click **Next.**

Edit the docket text if necessary.
Review final docket text.
Click **Next.**